



Administration Assistant – CE Scheme Ref: CES-2082922

Duties to include:

Duties to include: Meeting and greeting service users to the facility. Answering the telephone and taking messages. General office duties.

Garda Vetting is required. The position will be in the above area. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career

Location: Ballyogan Family Resource Facility, Dublin 18

Job Title: Receptionist/ Administration

Hours: 19.5hrs /week

Skills Required: No experience necessary as full training will be provided.

Contact: Local Intreo Office / LES

Mary Dempsey

CE Supervisor

Community Resource Development Project

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**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection**